

## DISMANTLER APPLICATION CHECKLIST ✓

DMV USE ONLY	
OCCUPATIONAL LICENSING NUMBER	
FIRM NAME	

Detailed information and instructions in completing and submitting applications are found in the pamphlet, "How To Complete An Application For A Dismantler License", OL 249.

All applicant forms may be completed online and printed or they can be printed and completed manually in blue ink. All forms must be submitted with original (wet) signature in blue ink. To be acceptable, they must be free from strikeouts, whiteout (fluid or tape), or corrections. All information requested must be complete and accurate.

<b>SECTION 1 — FORMS AND FEES REQUIRED: <i>Attach documents in the following order.</i></b>	✓
Non-Refundable Fee of \$101.00. <b>NOTE:</b> Refer to fee information on Page 1 in How To Complete An Application For A Dismantler License (OL 249) <a href="http://www.dmv.ca.gov/forms/ol/ol249.pdf">http://www.dmv.ca.gov/forms/ol/ol249.pdf</a> .	
Dismantler Application Checklist (OL 249A)	
Application for Original Occupational License, Part C (OL 12)	
Original Application for Occupational License, Part A (OL 21A)	
Automobile Dismantler Occupational License Application (OL 21D) <ul style="list-style-type: none"> <li>A copy of your State Board of Equalization resale permit.</li> <li>A copy of your Franchise Tax Board tax identification number.</li> <li>A copy of your State Water Resources Control Board storm water permit.</li> <li>A copy of your California Environmental Protection Agency identification number.</li> </ul> <i>Refer to OL 21D for additional information.</i>	
Application for Occupational License Personal History Questionnaire, Part B (OL 29B) Required for each person listed under ownership on form OL 12.	
A copy of a valid driver license or identification card and verifiable social security number. <b>NOTE:</b> Refer to FFDL8 <a href="https://www.dmv.ca.gov/pubs/brochures/fast_facts/ffd108.htm">https://www.dmv.ca.gov/pubs/brochures/fast_facts/ffd108.htm</a> for other eligible documents to verify applicant eligibility when an SSN is not authorized. For additional information see <i>California Code of Regulations</i> Section 450.00 and 450.02.; or refer to the <i>United States Code</i> , Chapter 14, Subchapter II: Eligibility for State and Local Public Benefit Programs and Subchapter IV: General Provisions. <a href="http://uscode.house.gov/view.xhtml?path=/prelim@title8/chapter14/subchapter4&amp;edition=prelim">http://uscode.house.gov/view.xhtml?path=/prelim@title8/chapter14/subchapter4&amp;edition=prelim</a>	
Zoning Verification for Dismantler License (OL 62).	
Appointment of Director as Agent for Service of Process (ADM 9050) <i>Required for each person listed under ownership on form OL 12.</i>	
Request for Live Scan Service [yellow copy] (DMV 8016) <i>Required for each person completing form OL 29.</i>	
Out-of-state residents call Occupational Licensing at (916) 229-3126 for Fingerprint Card (ADM 1316).	
<b>SECTION 2 — ADDITIONAL DOCUMENTS REQUIRED <i>Attach documents in the following order.</i></b>	✓
If filing as a Corporation, Limited Liability Company or Limited Liability Partnership owned businesses only: A copy of Articles of Incorporation, Corporate Minutes or other document filed with the Secretary of State, which identifies the officers, share holders and managers.	
A signed copy of your rental or lease agreement. Proof of property ownership may be required.	
A copy of your Fictitious Name Statement.	
A copy of your Business License.	
Photograph(s) of business location. <b>NOTE:</b> Refer to Photograph Procedure information on Page 3 in <i>How To Complete An Application For A Dismantler License</i> (OL 249) <a href="http://www.dmv.ca.gov/forms/ol/ol249.pdf">http://www.dmv.ca.gov/forms/ol/ol249.pdf</a>	
<b>SECTION 3 — IMPORTANT INFORMATION <i>Incomplete applications will be returned.</i></b>	✓
Keep a copy of all documents for your records.	

Submit the above required forms and documents to a local Occupational Licensing Inspections Office. For office locations refer to [www.dmv.ca.gov/fo/inspector\\_office.htm](http://www.dmv.ca.gov/fo/inspector_office.htm). An Inspector will review the application to ensure all requirements are fulfilled, complete an applicant background check and inspect the established place of business. Temporary permits will only be issued to applicants that successfully clear all three phases of the application process. Incomplete applications will be returned. Unsuccessful applicants will be notified of the discrepancy or decision not to issue.

